

**SUPPLY
TECHNICIAN
GS-2005-05**

**WORK
MANAGEMENT**

INTRODUCTION

This position is located in the Scheduling/Material Support Branch, Maintenance and Utilities Division, Public Works Department, Naval Air Station, Lemoore, California. The incumbent will serve as the lead supply representative for the Public Works Department. The incumbent is responsible for researching and processing all material orders in ~~support of maintenance, repair, alteration, chemicals for~~ water and waste water treatment, all requirements necessary in the operation and upkeep of all station facilities. Works directly with shop personnel to identify, locate and order, tools and specialized equipment to accomplish repair projects. Incumbent works under the supervision of the lead Production Controller, with the thrust of supervision being to provide priorities and coordinate work flow, incumbent is responsible for all supply related tasks.

MAJOR DUTIES AND RESPONSIBILITIES

- 70% - Reviews job orders, material list, chits, specifications, sketches, and related documents to determine material needs to accomplish all maintenance and repair projects. Arranges for procurement of required material from both Navy stock and external sources by preparing appropriate material procurement request documents. Studies the requirements of each job order and makes appropriate material substitutions when desired materials are not available or cannot meet required delivery dates. Reviews requisitions for completeness and compliance with regulations, revises quantities ordered based on job requirements.
- 5% - Maintains parts list, manufacturer and vendor catalogs, material specification sheets and other material references required to locate and identify required materials. Ensures that material is procured at the lowest possible price. Material requirements may be generated by service chits, standing job orders, inspection reports and job packages. Conducts studies on all recurring and low demand items to determine if stocking is necessary. Works with shop supervisors to determine the need for insurance items. Identifies hard to procure items and maintains lists of suppliers. Recommends use of excess items not utilized on job packages, or items order incorrect. Prepares reports and documents for transfer of excess items and locates surplus material if possible to complete projects.

- 25% - Notifies supervisor and shop personnel of delivery dates, or delays in material orders. Provides supervisor with information regarding the possibility of borrowing material staged in the Public Works Warehouse, to complete emergency or job stoppage projects. Follows up to ensure timely delivery of material. Places request with Supply Department to expedite shipment of urgently needed material. Works with shop personnel to resolve bottlenecks and delays caused ~~by unforeseen material problems. Works with shop personnel~~ to avoid work stoppage on job in process.

KNOWLEDGE REQUIRED

- In depth knowledge of Supply and Public Works regulations, policies and procedures.
- Skills required to determine if part numbers crossed over to the National Stock System are suitable and compatible for the end use.
- Ability to operate computers required to locate, order and track required material.
- Skill in preparing memorandums and material justifications.
- Knowledge and ability to write accurate descriptions to ensure proper materials are received.
- Skills in comparing data and determining the extent to which items are interchangeable.
- Ability to input data and maintain accurate records.
- Ability to utilize the Federal Catalog System "FED LOG" Federal Logistics, to cross part numbers to stock numbers, determine suppliers, locate name and address of suppliers, obtain management data, determine proper freight standards to request.
- Ability to communicate orally and in writing.
- Must have the ability to read and interpret job orders, engineering change orders and supply manuals.

SUPERVISORY CONTROLS

- The supervisor makes assignments by defining goals and anticipated results and assists the incumbent only when unusual situations arise which do not have clear procedural guidelines. The incumbent is expected to plan and perform assignments on own initiative in accordance with instructions, policies, previous training, and established ~~accepted practices in the supply operation.~~
- Completed work is reviewed for compliance with desired objectives and effectiveness of action taken/recommended.

GUIDELINES

- Employee works within a framework of established Public Works and Supply regulations, policies and procedures. Initiative and judgement are required in selecting and applying the proper guidelines.

COMPLEXITY

- Assignments include any one or more duties, such as performing a varying sequence of clerical supply duties which may involve new or changing situations.
- Must use seasoned judgment in adapting guidelines or in applying precedents to situations not covered by standardized regulations or prescribed procedures.
- Assignments involve a variety of transactions which requires resolving differences, researching complex transactions and determining reasons for discrepancies. Each problem requires analysis, research and problem resolution.

SCOPE AND EFFECT

- Provides technical advice, assistance and equipment knowledge to support customer maintenance requirements, equipment and component needs. Expedites receipt of material, recommends document flow changes; prepares Open Purchase documents to assure that the correct items are ordered and received. Functions performed have a pronounced and direct effect on the efficiencies of station departments and tenant commands which is vital to the Mission of NASL.

PERSONAL CONTACTS

- The employee must maintain effective relationships with personnel within and outside the Public Works Department.

PURPOSE OF CONTACTS

- To obtain and provide information regarding status of ~~documents, required delivery dates, etc. To expedite~~ receipt of required materials, obtain updated status and/or to provide/obtain technical specifications, or NSN's. Provide stock availability, status of/on requisitions, special projects, and emergency repairs.

PHYSICAL REQUIREMENTS

- The work requires sitting, walking, standing and carrying light items such as paper, books and supplies.

WORK ENVIRONMENT

- An office setting.